

Crested Butte Museum Rental Agreement

Thank you for choosing the Crested Butte Mt. Heritage Museum for your event. Please read all information carefully before signing this contract. Please contact the Museum with any questions before signing the rental agreement. You can reach us by calling 970-349-1880 or emailing coordinator@crestedbuttemuseum.com.

A paid deposit and a complete signed rental agreement are required to reserve the Crested Butte Museum for your event. If you are working with an event planner or coordinator, they must read, initial and sign the agreement as well.

This agreement serves as a binding contract for facility rental of the museum space between the Crested Butte Mountain Heritage Museum, Inc. and _____ (Renter) made on this day of _____ (date).

Date & Time of Facility Rental: _____

Number of Guests Attending Event: _____

Rental Type Reserved: Full Day (1pm-11pm) Custom Hours (min 2): _____

By signing this contract, the renter agrees to the following terms and conditions (please check all following boxes to certify that you agree to the following terms:

- Renter shall pay a non-refundable deposit of **\$250** to reserve space for date & times above
- Renter agrees to be responsible for full payment (**\$1,000 for Full Day or \$125 per hour for custom hours for a minimum of 2 hours**) due 2 weeks prior to the event start. A late fee of **\$100** will be applied for each day the full payment is late. The non-refundable deposit may be applied towards the full rental payment.
- Renter agrees to be responsible for a base cleaning fee of **\$200** for a comprehensive clean to be completed at the end of your facility rental. Please note that you must take away all tables/chairs/decorations and any other items before our cleaners clean the space. You must leave all trash & recycling bagged and ready for disposal by the back entrance of the museum in the exhibit area at the end of your rental. If the space is not free of debris and ready to clean, or if the space needs more cleaning attention than the \$200 fee, the renter agrees to pay an additional maintenance/cleaning fee of **\$100/hr**.
- Renter agrees that the museum store will remain open during regular business hours unless otherwise arranged.
- Decorations, banners, lighting fixtures and other visuals must be approved by Museum staff before your event and must not detract or interfere with existing exhibits or damage the building's historic surfaces.
- The renter agrees to provide a Certificate of Liability Insurance at least 2 weeks prior to the event.
- An employee of the Museum will monitor the event to provide assistance regarding the facility and to protect the exhibits. We reserve the right to ask guests to leave if they are behaving inappropriately.

Fee Schedule

Non-Refundable and/or Required Fees

Non-Refundable Deposit: (Due at signing, goes towards the facility rental fee): \$250

Post-Event Cleaning Fee: \$200

Please note that you must remove all tables, chairs, decorations, and other items before our cleaning crew cleans. Trash and recycling must be left neatly and in bags ready to be disposed of. If it is not left to the museum representative's satisfaction, you will incur an additional maintenance fee of \$100/hour at a minimum of 1 hour. By signing this page and rental agreement, you are agreeing to this clause and possible extra fee.

Facility Rental Fees:

Full Day Rental (1pm-11pm): \$1,000

Hourly Rate (Custom Hours at a minimum of 2 hours): \$125/Hour

Refundable and/or Additional Fees

Refundable Cleaning & Damage Deposit (Due at signing): \$250

**When cleanup is completed and approved by the designated museum representative, the deposit will be returned to the renter within 2 weeks following the event. If there are extraneous damages or required cleaning, the renter will be sent a bill for cleaning or repair costs within 1 week of the event.*

Additional Maintenance or Required Cleaning: \$100/hr

Optional Services/Fees (Please Check All that Apply):

- PA/Sound System Rental (Soundboard, Mic + 2 Speakers): \$100**
- Projector Rental (Includes Screen & Projector, not computer): \$50**

Methods of Payment

The museum accepts payment via check, cash, or credit card.

Renter Initial Event Planner
Initial

Indoor Space

The Museum building can accommodate groups/parties up to, and no more than, *120 people** as a mingling capacity, and no more than 80 seated, depending on table arrangement, when using only the indoor space and operating at full capacity. Please be advised that the museum representative on duty has the right to turn any guests away once maximum occupancy is reached. This space includes Tony's Lounge and the Exhibit Room from the Pot Belly Stove back; some furniture can be moved to adjust according to the number of guests. If not agreed otherwise, the Museum Store will stay open during the normal business hours and could overlap with your event.

Your event may require caterers, entertainers, and helpers who will need appropriate access to the Museum. We encourage them to come to the Museum to see the space at any time before your event.

**Please note that this capacity may change based on current Public Health Orders, contact the Museum or check Gunnison County's Current Public Health Order Updates for current limits.*

Guests and servers must exercise extreme caution in the building. Many of the building's finishes are historic and irreplaceable as are the exhibits. By signing this agreement, you agree to adhere to the following terms and conditions:

- The renter will be responsible for any damage to the building or exhibits.
- We suggest that your guests be politely reminded by you when they are invited and again when they enter that they are in a Museum which normally allows no food or drinks and to exercise extreme caution in our venue.
- Your guests will not lean on, leave drinks on, or touch the exhibits. Any damage to any of the exhibits or buildings will be subject to additional fees to repair and/or replace areas.
- Smoking or vaping of any kind is prohibited
- Candles are not permitted in the Museum

Renter Initial Event Planner
Initial

Outdoor Space

The outdoor garden space adjacent to the museum is included in all facility rentals. By signing this agreement, the renter agrees to the following terms:

- No picking of the garden flowers and plants or stepping on any of the gardens
- Pavers remain clean and free of debris and anything spilled on the pavers that will stain the brick will be removed and/or cleaned.
- No sitting or leaning on the fences at the front and rear of the garden area. These should remain closed when your guests aren't using the garden.
- The sidewalk in front of the museum and the alley behind the museum is not considered property of the museum and therefore your guests are not allowed to have alcoholic beverages in those areas.

Renter Initial Event Planner Initial

Provided for Rentals

- Indoor space from Tony's Lounge and the potbelly stove and the exhibit area
- Exhibit area for easy decoration, the exhibits are there already for your guests to enjoy
- Garden space adjacent to the museum
- Flexibility to use any choice of vendors
- Small kitchen that you or your caterer may use
- 2 Restrooms
- Comprehensive post-event cleaning (fee is applied and paid by renter)
- Trash & Recycling Removal not already provided by caterer

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Not Provided for Rentals

- Tables & Chairs
- Linens
- Dishes & Utensils
- Garbage Bags & Receptacles
- Catering or Catering Supplies
- Entertainment
- Event planners
- Floral or decorations other than the exhibits that are installed

Renter Initial Event Planner
Initial

Checkout Requirements

Renter is responsible for ensuring the facility is ready for our cleaners at the end of the event so that the museum is clean for opening the next day. The renter is responsible for ensuring that the following below are met before our cleaning crew comes to do a comprehensive cleaning of the space:

Checkout List (Boxes will be checked upon museum staff approval of proper cleaning)

- All trash and recycling contained in bags and left in the area by the back door of the museum ready for disposal. ***Please make sure no liquid is dripping from bags.***
- All dishes are removed or organized and ready for pick-up by the caterer in the kitchen.
- All tables and chairs taken down, organized and ready for pick-up or removed.
- Outdoor areas (front sidewalk, garden) clean and trash removed.
- If the PA system is rented, it must be clean and operating properly. If the PA system is damaged, you may be responsible for the entire cost for replacement of the unit.

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I have read and understand this information and will be responsible for all policies and fees associated:

Renter Name (Print) _____

Renter Signature: _____ **Date:** _____

Email Address: _____

Mailing Address _____

Phone (h) _____ (c) _____ (w) _____

Planner Name if applicable (Print) _____

Planner Signature: _____ **Date:** _____

Email Address: _____

Mailing Address _____

Phone (h) _____ (c) _____ (w) _____

Signature of CBM representative: _____ Date: _____